



VICTIM COMPENSATION & GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

OFFICE ASSISTANT (GENERAL)

2 Positions Available

Pending Hiring Freeze Exemption

FINANCIA/BUSINESS OPERATIONS SECTION




MAILROOM UNIT

Permanent-Full Time




Rg. A: \$1846 - \$2242

Rg. B: \$2029 - \$2465

The Victim Compensation & Government Claims Board (Board) is seeking to hire a full-time Office Assistant (G) in the Administration Division's Mailroom Unit. Under the supervision of the Office Services Supervisor II, the Office Assistant (G) performs the following duties:

-  Approximately 1-3 times daily, perform messenger service to the six floors within the building to pick up and deliver mail and/or packages; perform messenger service to other departments outside the building using a State vehicle to pick up and deliver mail and/or packages.
-  Open, sort, and distribute all mail received at the Board. Operate a variety of office machines, which include an automatic letter opener, a meter machine, and a stacker/insert machine.
-  Transport mailbags between the Board and the Main Post Office twice daily. Unload the mailbags in preparation for opening, sorting, and distributing.

GENERAL INFORMATION:

-  The U.S. mailbags weigh up to and occasionally exceed 25 pounds and all messenger service involves retrieving mail and packages that occasionally weigh in excess of 25 pounds. The Board provides handcarts to transport these materials.
-  The position involves extensive bending, stooping, and standing.
-  A valid California Driver's License and a "clean" driving record are required for insurance purposes.

WHO MAY APPLY:

SROA/Surplus applicants and internal employees with transfer eligibility.

In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position.

SUBMIT APPLICATION TO:

Victim Compensation & Government Claims Board
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
Attn: Phyllis Perez
(916) 323-9670
pperez@voc.ca.gov
Reference #03-008

FINAL FILING DATE:
Until filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training and development assignments may be considered for most positions.

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

POS# 040-434-1441-008